

### School Transportation Services

The purpose of this policy is to provide uniform guidelines for transporting students to and from school, and to and from school-sanctioned events.

The district operates a tiered system where one driver and bus is responsible for the delivery of students to several schools in the morning and returning them home in the afternoon. In addition to transporting students to Shrewsbury Public Schools, the district is required to provide transportation to school-committee approved private schools (i.e., St. John's High School, St. Mary's, Lilliput, Montessori, Al-Hamra Academy). Operating a tiered system enables the district to provide reasonable, safe, and economical transportation services for the students of Shrewsbury. The document of the Shrewsbury Public Schools entitled, Procedures and Regulations, shall govern matters not covered within this policy and is available on the school department's website.

#### Roles and Responsibilities

- It is the responsibility of parents and guardians to ensure the safe movement of their children to and from district bus stops, and supervise their children's behavior while at the bus stop. Parents/guardians and students shall be responsible for understanding the bus safety vehicle rules and discipline regulations. Students must demonstrate appropriate behaviors: inappropriate behavior will be subject to the discipline guidelines described in Transportation Procedures and Regulations (attached). The guidelines relative to student discipline will be printed in student handbooks and planners.
- The district will randomly deploy video surveillance cameras on school buses to monitor students and drivers. Videotapes may be viewed by district employees or contractors in the investigation of reported incidents.
- Bus routes, whenever possible, will be similar in length and number of students, consistent with the most efficient transportation route structure. Students will not be delivered to school more than 30 minutes prior to the start of school.
- School buses shall carry only authorized student passengers, bus company staff, and school personnel. Exceptions will be made only with the express permission of the superintendent of schools.
- Whenever possible, students participating in off-campus curricular and co-curricular activities under the direction and supervision of school personnel shall be transported to and from such activities by vehicles operating under contract to the Shrewsbury Public Schools. Transportation of students in private vehicles is authorized only when written permission is granted by the principal or his/her designee. Operators of the private vehicles must provide proof of appropriate licensure and insurance, and accept the assignment voluntarily. Bus conduct rules apply at all times when students are transported in private vehicles, and students are subject to discipline as necessary.
- Transportation issues questions and concerns should first be directed to the district's transportation coordinator. If an individual feels further consideration is needed, inquiries will then be directed to the director of business services. Any unresolved matters will be referred to the superintendent of schools.
- All accidents involving school buses, however minor, shall be reported to the transportation coordinator immediately following the occurrence, followed by a written report within 24 hours. The report will contain all the pertinent information about the incident, including a list of those injured.

The transportation coordinator will insure that a copy of the report is submitted to the police department.

- It is the intent of this policy to insure that all school committee transportation regulations and statements of policy (including bus-evacuation drills) are in harmony with and comply with the regulations of the Massachusetts General Laws

#### Transportation Eligibility Guidelines

The distance from a student's residence to the school attended shall be measured from the lot line of the property to the lot line of the school property and shall be measured along the shortest possible walking route (using commonly traveled public ways and walking paths). Bus service will also be provided to students when road and/or route conditions are determined to be too hazardous for students to walk (e.g., no student will be required to cross Route Nine or Route Twenty). Students may ride only the bus to which they are assigned. (Students may be picked up and dropped off at a location other than their home, for daycare purposes, by completing a transportation change request form and submitting it to the transportation coordinator. Any alternative pick-up or drop-off must be within the elementary district of the assigned school and must be on a five-day per week basis.)

- Kindergarten – All kindergarten children will be bused to and from school.
- Elementary Schools – Elementary school children will be bused if they reside more than one and one-half miles from the school that they attend.
- Middle School – Middle school students will be bused if they reside more than two miles from the middle school that they attend.
- High School – High school students will be bused if they reside more than two miles from the high school.

Amended 10/1/03